



Warehouse Technician

Department: Countywide

Class Code: 1220

EEO Code: 28

FLSA: N

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of routine difficulty in receiving, storing, issuing and ordering supplies and materials; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Reads work order, ticket or shipping order to determine items to be moved, gathered or distributed; transports materials to storage or other designated areas by hand, handtruck or forklift; sorts and places materials or items on racks, shelves or in bins according to predetermined sequence; fills requests for materials, tools, or other stock items and distributes items to workers; records amount of materials or items received or distributed; estimates needs and places orders for materials with vendors; collects phone quotes from vendors for stock of non-routine items; coordinates deliveries; maintains computerized and manual records on inventoried items; takes annual physical inventory; types and prepares purchase requisitions, daily logs and reports; prepares, verifies and files receive and issue documents; issues, maintains and takes monthly rental-meter readings for customers; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of storekeeping principles and practices; of inventory control procedures; of warehouse safety practices; of purchasing and requisitioning procedures of hazardous communication requirements; general knowledge of computers and data control.

Working skill in posting records accurately and in inventory maintenance and control; in performing mathematic computations; in inspecting materials and equipment for compliance with specifications; in operating inventory control computer software.

Ability to lift materials and supplies weighing up to 50 pounds; to operate hand trucks and forklifts; to bend, reach and stoop; to stand for long periods of time.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and two years of experience in warehouse work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
